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A Publication of Rural Development's Multi-Family Housing Program

Collecting Unauthorized Assistance

Per HB-3-3560, paragraph 9.18, when a tenant moves out of a property, the borrower is no longer responsible for collecting the unauthorized assistance. At that point, the Agency has primary responsibility to collect at its discretion. Therefore, owners/managers must send this information to the Rural Development State Office at P.O. Box 405, Bangor, ME 04402-0405 at the time that the tenant moves out, and earlier if the tenant is not responding to the borrower's efforts to collect the unauthorized assistance.

Reserve Requests

When sending in a reserve request for carpets on the new form, please include the size of the unit (i.e., one-bedroom, etc.) This information helps us enter information into our tracking system and maintain information on costs for the different size bedrooms.

Funds Available!

There are several Notices of Funding Availability (NOFA's) that have recently been released. These NOFA's provide details about applying for funding under various Rural Development Programs. The NOFA's have short timeframes to apply, and we encourage you to review them to determine if you qualify for funding for new construction, rehabilitation, etc. The NOFA's that have been released are:

Section 515 MFH New Construction Loans (Application deadline May 19, 2006)

Section 515 MFH Revitalization Initiative Demonstration Program (Application deadline April 17, 2006)

Section 538 MFH Guaranteed Loans – New Construction and Acquisition/Rehab (Application deadline June 16, 2006)

Section 515 Preservation Revolving Loan Fund Demonstration Program (Application deadline June 19, 2006)

These NOFA's can be found at:

<http://www.rurdev.usda.gov/rd/nofas/index.html>.

If you have any questions, please contact your Servicing Office. (See page 4 for contact information.)



Spring is here!

As many of you already know, we are scheduling our physical inspections. We encourage you to utilize our inspection form to do your own inspection to identify any items that need repair/replacement. If you take care of any issues before we make our inspection, it benefits everyone. It also means you'll receive a better rating on your inspection! Please contact your Servicing Office if you need a clean copy of the inspection form.

Annual Reports

We want to say thank you to those of you who submitted your annual financial reports on time. We appreciate your timeliness.

If you have not submitted your annual financial reports that were due by March 31, you can expect a call from your Servicing Office.

Verification of Assets

One of the changes from the old 1930-C regulations to the new 3560 regulations is how to compute the value of a checking account. Specifically, under the old obsolete regulations the value of the checking account was determined to be as of the date the verification was made.

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The National Office has advised us that we are using the same system as the Department of Housing and Urban Development, which is the six-month balance. HB-2-3560 will be updated in the near future. In the meantime, please be sure that you are requiring bank statements from the tenant(s) for this purpose.

Lewiston Area Office Welcomes New Staff



Area Specialist Annette Beaudoin has joined the Lewiston Area Office multi-family housing staff. Annette joined the agency in 1994, beginning her duties at the South Paris County Office. Since then, she has worked in both the multi-family and single family housing loan programs. We are glad to have her back! She will be attending the Annual Seminar on April 12, so introduce yourself and welcome her to our multi-family housing community.

Handbook Changes

On April 5, 2006, a Special Procedure Notice was issued which included partial revisions to the Multi-Family Housing Asset Management Handbook HB-2-3560. Those revisions apply to the following areas:

- Management Plans
- Reserve Accounts
- Review of Rent-Increase Budgets
- Submission of Monthly and Quarterly Reports
- Child Care Expenses
- Calculation of Income from Assets
- Acceptable Income Verification Sources
- Addition of Language from 24 CFR 5.609 to Attachment 6-A
- Late Fee Schedule for Overdue Rental Payments
- Exhibit 7-8
- Transfer of Rental Assistance
- Labor Housing Operating Assistance

You can find this Special Procedure Notice at:
<http://www.rurdev.usda.gov/regs/pn/sp040506.html>

Data Universal Numbering System Number (DUNS Number)

We recently received guidance on the use of DUNS numbers as explained at right. This is a number that you will be required to provide with loan applications, loan closings (including transfers), and at the time of renewal rental assistance obligations. Please read the information explanation of the DUNS number including how to obtain one. (continued at right)

Obtaining a DUNS Number

As stated in the Federal Register, dated June 27, 2003:

The DUNS number must be included in every application for a new award or renewal of an award, including applications or plans under mandatory grant programs, submitted on or after October 1, 2003. The definition of federal grants is: "Grants of federal financial assistance—assistance that non-Federal entities receive or administer in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, food commodities, direct appropriations, or other assistance, but does not include a tax credit, deduction, or exemption."

It has been determined that this definition includes rental assistance.

Organizations should verify that they have a DUNS number or take steps needed to obtain one as soon as possible.

*Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at **1-866-705-5711** or electronically at the following website: <https://eupdate.dnb.com/requestoptions/government/ccrreg/>. **A copy of this webpage is attached.***

The process to request a DUNS number by telephone takes between five and ten minutes and you will receive the number within 30 days by mail. If the DUNS number is requested through the Web Registration process, the DUNS number will be provided within 48 hours via electronic mail with the number.

You will need the following data available to obtain your DUNS number:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized.
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone number
- Contact name
- SIC/NAICS Code (Line of Business)
- Number of employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

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During this process, you may at some point speak with a service representative that will suggest you buy the Credit Building Service. This is not necessary to do business with the Government. If you want to do business with other vendors outside the government, this is an optional service that allows you to do business using a line of credit.

Note: Individuals who would personally receive a grant (federal financial assistance) award from the Federal government apart from any business or non-profit organization they may operate are exempt from this requirement. [This exempts single family housing applicants who apply as individuals]

D&B D-U-N-S® Number Guide for Government Contractors & Grantees

Assignment of a D-U-N-S® number is absolutely FREE for all entities required to register with the federal government by a regulatory agency. This includes federal contractors, prospective government vendors and applicants and recipients of federal grants.

D&B offers two options for obtaining a D-U-N-S® Number:

1. Web Registration:

Please [click here](#) and provide the requested information about your business or organization. Within 48 hours, D&B will contact you via electronic mail with your D-U-N-S Number.

2. Telephone:

Please contact D&B's Federal Government D-U-N-S® Number request line at: **866.705.5711**

The process to request a D-U-N-S® Number by telephone takes between five and ten minutes. You will need to provide the following data elements to obtain a D-U-N-S® Number.

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location

Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

Please Note:

About the D&B D-U-N-S® Number

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis. Assigned and maintained solely by D&B, this unique nine-digit

identification code has been assigned to over 84 million businesses worldwide.

A D-U-N-S® Number remains with the company location to which it has been assigned even if it closes or goes out-of-business. The D-U-N-S® Number also "unlocks" a wealth of value-added data associated with that entity, including the business name, physical and mailing addresses, tradestyles ("doing business as"), principal names, financial, payment experiences, industry classifications (SICs and NAICS), socio-economic status, government data and more. The D-U-N-S® Number also links members of corporate family trees worldwide. The D-U-N-S® Number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The D-U-N-S Number® was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

To learn more about how the D-U-N-S Number® is used within D&B's patent-pending DUNSRight process, [click here](#).

As a result of obtaining a D-U-N-S® number you might be included on D&B's marketing list that is sold to other companies. If you do not want your name/company included on this marketing list, please request to be de-listed from D&B's marketing file.

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On the Web!

Please note that all Rural Development Multi-Family InfoNow Newsletters can be found at:

<http://www.rurdev.usda.gov/me/newsletter.htm> for referencing past news items.

Have a Story to Tell?

Rural Development is always interested in hearing about upcoming events, including special celebrations such as a 100th birthday celebrations, special recognitions of your complex or residents, celebrations involving new additions or improvements made possible through Rural Development, or anything else you would like to brag about!

Please send items of interest to Emily Cannon, Public Affairs Specialist, at Emily.Cannon@me.usda.gov.

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Maine USDA RD Web Site:

<http://www.rurdev.usda.gov/me/>

MINC Website:

<https://usdaminc.sc.egov.usda.gov>

For USDA RD Forms/Regulations/Admin. Notices:

<http://www.rurdev.usda.gov/regs/>

HUD Occupancy Handbook: <http://www.hudclips.org/> then click on [Search](#) or [Browse All HUD Handbooks and Guidebooks](#), click on "search," type "4350.3" in the document number box and click on search.

To subscribe or unsubscribe to this newsletter please contact Emily Cannon at Emily.Cannon@me.usda.gov

